



**USAFA
Supplement 1
29 April 1995**

Information Management

**THE AIR FORCE PUBLICATIONS AND
FORMS MANAGEMENT
PROGRAMS--DEVELOPING AND
PROCESSING PUBLICATIONS**

NOTICE: This publication is available digitally on the USAFA WWW site at: <http://www.usafa.af.mil>.

OPR: 10 MSS/IMP (Renate Hannon)
Supersedes AFI 37-160, Vol 1/USAFA Sup 1, 9
May 1994.

Certified by: 10MSS/IM (CMSgt Wood)
Pages: 6
Distribution: F

AFI 37-160, Volume 1, 29 April 1994, is supplemented as follows:

The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1.6.1. Each unit listed below will designate in writing a publications manager who will administer the publications management program. Send the name and duty phone number of the designee to the Publications Section (10 MSS/IMP), not later than 10 workdays following designation. 10 MSS/IMP will brief assignees on their responsibilities within 30 days following designation.

- 34th Training Wing (34 TRW).
- Preparatory School (HQ USAFA/PL).
- 10th Civil Engineer Group (10 CEG).
- 10th Communications Squadron (10 CS).
- 10th Medical Group (10 MDG).
- 10th Security Police Squadron (10 SPS).

Each unit listed above will send 10 MSS/IMP one printed copy of each publication it issues, including indexes. Add "10 MSS/IMP-1" to the distribution in the footnotes. Operating instructions (OI) are excluded.

1.6.1.5. 10 MSS/IMP will perform annual staff assistance visits to the publications managers of each unit listed in paragraph 1.6.1, this supplement. Staff assistance visits to organizations issuing only OIs will be done upon request.

2.10.7.1. The USAF Academy issues instructions and supplements rather than HOIs.

2.10.7.2. Issue OIs only to disseminate information applicable to a single organizational element such as a directorate, division, branch, or section. Do not issue OIs when the information involves more than one

USAFA activity. If your OI and procedures affect other USAFA organizations, prepare a USAFA publication.

2.11.6.1. Submit visual aids (VA) camera-ready. Footnotes on permanent VAs will include the VA number, date, OPR, and distribution symbol. Contact 10 MSS/IMP for assignment of VA number and coordination requirements.

2.11.6.2. Temporary bulletins, posters, charts, and graphic illustrations promoting safety, disaster preparedness, the suggestion program, and so forth, will show the office of primary responsibility (OPR) in addition to an expiration date.

2.11.7. The following bulletins are the only bulletins authorized for publication at the USAF Academy:

2.11.7.1. Academy Bulletin (USAFAI 37-102 (formerly USAFAR 4-2)).

2.11.7.2. Cadet Bulletin (USAFAI 37-103 (formerly USAFAR 4-6)).

2.11.9. Information on USAFA publications and forms is published each week in the USAF Academy Bulletin. The Publications/Forms Information Section announces new, revised, rescinded, and distributed USAFA publications and forms.

2.45. To rescind a USAFA publication, the OPR must send the letter to 10 MSS/IMP. If the publication prescribes a USAFA command form, coordinate the letter with 10 MSS/IMPF.

3.1.1. and 3.1.2. The certifying and approving authorities should not sign AF Form 673, blocks 18 and 21, until all coordination has been received; recommendations, comments, and nonconcurrences have been resolved; and the draft publication is ready for submission to 10 MSS/IMP.

3.1.4.1. (Added) Certifying authorities for publications at all levels must be at least one organizational level above the OPR.

3.1.4.2. (Added) Approving authorities for USAFA publications are listed below. These individuals will sign AF Form 673, **Request to Issue Publication**, block 21, for publications for which their organization is the OPR. Approval authority may not be delegated.

3.1.4.2.1. Vice Superintendent (HQ USAFA/CV); Commander, 34th Training Wing (34 TRW/CC); Dean of the Faculty (HQ USAFA/DF); Staff Chaplain (HQ USAFA/HC); Command Historian (HQ USAFA/HO); Inspector General (HQ USAFA/IG); Staff Judge Advocate (HQ USAFA/JA); and Commander, Preparatory School (HQ USAFA/PL).

3.1.4.2.2. Commander, 10th Air Base Wing (10 ABW/CC); Chief, USAFA Command Post (10ABW/CP); Chief, Financial Management (10 ABW/FM), Senior Chaplain (10 ABW/HC); Staff Judge Advocate (10 ABW/JA); Chief, Logistics Division (10 ABW/LG); Chief, Social Actions (10 ABW/SA); Commander, 10th Civil Engineer Group (10 CEG/CC); Commander, 10th Communications Squadron (10 CS/CC); and Commander, 10th Medical Group (10 MDG/CC).

3.1.4.2.3. Commander, 10th Mission Support Squadron (10 MSS/CC); Chief, Civilian Personnel Flight (10 MSS/ DPC); Chief, Education/Training Services (10 MSS/DPE); Chief, Family Support Center (10 MSS/DPF); Chief, Information Management Flight (10 MSS/IM); Commander, 10th Security Police Squadron (10 SPS/CC), and Commander, 10th Services Squadron (10 SVS/CC).

3.1.4.2.4. Directors.

3.1.4.3. (Added) For publications issued below USAFA level, approving authorities for publications (AF Form 673, block 21) are as follows:

3.1.4.3.1. AF Cadet Wing (AFCW) Publications: Commandant of Cadets, Vice Commandant, group and squadron commanders, and directors.

3.1.4.3.2. Group and Squadron Instructions: Commander.

3.1.4.3.3. SAF Academy Hospital (10 MDG) Publications: Hospital Commander or Hospital Administrator.

3.1.4.3.4. Operating Instructions: As determined by the issuing organization.

3.2.1. For assistance in processing a publication, contact 10 MSS/IMP to obtain a Checklist for Publication Project Officer.

3.2.4. Tell 10 MSS/IMP, in writing, signed by the certifying official (para 3.1.4.1(Added)), when transferring responsibility for a USAFA publication to another OPR. Coordinate letter with new OPR prior to submission to 10 MSS/IMP.

3.2.5. 10 MSS/IMP keeps record sets for all USAFA publications.

3.13.1. Include the Privacy Act warning statement one space below the purpose statement or lead line.

3.13.2. At the Academy, coordinate all publications, at all levels, affected by the Privacy Act of 1974 with the activity privacy act monitor, Academy Privacy Act Officer (10 MSS/IMD), and Staff Judge Advocate (10 ABW/JA).

3.20.1. Do not prescribe, adopt, or refer to office (O-) forms in a USAFA publication. Office forms are developed for use in one office to support internal procedures. If you need to provide guidance on their use, prescribe them in an OI or group/squadron instruction.

3.20.3. Avoid referencing portions (chapters, sections, paragraphs) of another publication. Revisions or changes to the cited publication may nullify the references. If used, the OPR is responsible for accuracy of such references.

3.30.1. Use "F" distribution for USAF Academy publications unless paragraph 3.30.2 applies. Functional statements are not required.

3.30.2. Use special "X" distribution on a limited basis:

3.30.2.1. List each activity or organization (including address and zip + 4 code, as appropriate) authorized to receive the publication and the number of copies required by each activity. Show this information in the footnotes on the distribution line. When the list is extensive, use the last page following the signature element. Keep requirements current. The OPR is responsible for stocking and distributing these publications.

3.30.2.2. Use combined "F" and "X" distribution when USAF Academy and off-base distribution is required.

3.31.4. and 3.40.2. Don't include sample forms unless they're digitized (electronic) since scanning them uses too much memory for the electronic publications file on the USAFAnet Y: drive.

3.36. At the Academy, a summary of revisions is required on policy directives, instructions, and manuals at all levels (not required on supplements).

3.38. Use the format on the front page of this supplement for title-page footnotes for all USAFA, AFCW, group, and squadron instructions, supplements, manuals, and pamphlets. Exception: Do not include "Editor" below USAFA level. Run lengthy "X" distribution lists across the bottom of the page.

3.39. For USAFA publications, prepare a clean 8-1/2- by 11-inch double-spaced draft using MS Word when possible. When submitting to 10 MSS/IMP for final processing, include a copy on floppy disk. Format the text on the disk in 10-point Times New Roman, justified margins. Include any graphics on the same or a second disk. Preferred format for graphics is PowerPoint for Windows. For revisions of existing USAFA publications, contact 10 MSS/IMP to obtain a copy on disk.

3.40.2. 10 MSS/IMP will accept *only* "camera-ready" (or PowerPoint copies on disk) illustrations, figures, forms, and so forth, with your draft.

3.45. In addition to all other USAFA activities impacted or involved, coordinate all draft USAFA standard publications as follows:

3.45.1. Mandatory Coordination:

- Staff Judge Advocate (10 ABW/JA).
- Records Management (10 MSS/IMD).
- Academy Privacy Act Officer (10 MSS/IMDF).
- 10 ABW/CC. (This applies only to 10 ABW organizations. Do not seek 10 ABW/CC coordination until all other coordination has been accomplished and attached.)

NOTE:

10 MSS/IMP will obtain Vice Superintendent (USAFA/CV) coordination after all others have been obtained and differences have been resolved by the OPR. The Vice Superintendent will determine if the Superintendent should coordinate.

3.45.2. Additional Coordination (if applicable):

3.45.2.1. Civilian Personnel (10 MSS/DPC) on all USAFA, AFCW, group, and squadron directives affecting civilian employees (DPC will determine need for Union Local 1876 (AFGE) coordination).

3.45.2.2. Forms Management (10 MSS/IMPF) on all USAFA directives that prescribe, adopt, or obsolete USAFA command forms.

3.45.2.3. Higher headquarters counterpart if required.

NOTE:

In the interest of economy, use the "In Turn" method of coordination. Group office symbols on each AF Form 673 by their geographical location. (For example, HQ USAFA/RR, HQ USAFA/IG, 10 ABW/JA, 10 MSS/IMD, 10 MSS/IMDF. These are all located in Harmon Hall.) Include in the Remarks section: "Please review, coordinate, and send to next addressee within 3 workdays." Use simultaneous coordination as the exception rather than the rule.

3.47. Document on the original AF Form 673 or on letters received from coordinators how comments or recommendations were handled. Also inform coordinators of actions taken. 10 MSS/IMP will not release any publication for printing with an unresolved nonconcurrence or insufficient coordination.

3.49. Since 10 MSS/IMP maintains record sets (paragraph 3.2.5.) for USAFA publications, submit all individually signed AF Forms 673 to 10 MSS/IMP. If coordination was obtained electronically through e-mail, type required information on the original AF Form 673 and attach printed e-mail response.

3.50. Approving authorities are defined in paragraph 3.1.4.2(Added), this supplement. Submit to 10 MSS/IMP the original signed AF Form 673 and all additional copies showing original coordination. See paragraph 3.39, this supplement, for guidance on paper draft and disk copy.

3.55. Message changes are not used at the USAF Academy.

3.59. Interim letter changes are not used at the USAF Academy.

3.63. Revise "holdover" USAFA supplements as soon as possible, preferably within 90 days.

Table 4.1. This table does not apply to publications issued below USAFA level. See paragraph 1.6.1, as supplemented, for the distribution requirement to 10 MSS/IMP.

4.4. As a minimum, unit publications managers will complete items 35 and 36 on AF Form 673. Other items may be completed at the publications manager's discretion.

4.5. The format for USAFA publications will follow AF departmental publications as closely as possible. A sample format for group, squadron, and operating instructions is shown at attachment 1, this supplement.

4.6.1. (Added). Paper Color. USAFA supplements are printed on light blue paper. All other standard publications (except visual aids) at all levels are printed on white paper. Visual aids may be printed on colored paper or card stock, if approved.

4.8. These instructions also apply to units specified in paragraph 1.6.1, this supplement.

4.8.1. If the camera-ready or edited copy of the publication is retained, make sure it is removed from the inactive record set when the publication is superseded or rescinded.

4.11. Do not use AF Form 673 to issue a "corrected copy."

4.13. USAFA numerical indexes of standard publications are issued every 6 months. Unit publications managers will issue indexes at least annually, but more often if the number of changes makes it necessary. Follow the format for AFIND 2 and USAFAIND 2 as closely as possible.

4.14.1. (Added) 10 MSS/IMP initiates reviews annually in the anniversary month of each USAFA publication to determine status. Unit publications managers (para 1.6.1) must do the same for unit publications. USAFA Form 5, Publications Control Record, may be used to control annual publications reviews. For USAFA publications reviews, the proposed draft submission date for publications that require revision will not exceed 90 days. Drafts not submitted within 90 days must be justified in writing by the certifying authority (one level above the OPR).

4.14.2. (Added) Within the anniversary month of each (OI), the OPR must review the OI for currency. On those still current and essential, the OPR will place the notation "annual review" followed by the date and initials. AF Form 1382 may be used to document reviews.

4.16. (Added) Form Prescribed. USAFA Form 5.

Attachment 1

SAMPLE FORMAT FOR GROUP/SQUADRON AND OPERATING INSTRUCTIONS

DEPARTMENT OF THE AIR FORCE

510 CES INSTRUCTION 32-1

510th Civil Engineer Squadron (USAFA)

15 March 1994

(Seal is optional)

APPLIANCE MANAGEMENT

This instruction prescribes procedures for the control of domestic and commercial appliances at the USAF Academy. *It implements AFD 32-50, *Real Property Maintenance Activities*. It applies to personnel assigned to the 510th Civil Engineer Squadron.

SUMMARY OF REVISIONS

This revision changes responsibilities....

- 1. Procedures.** For the purpose of this instruction, appliances are defined as ranges, refrigerators,....
- 2. Responsibilities.** Appliance control is the....
 - 2.1. Chief, Housing Flight (510 CES/CEH):**
 - 2.1.1.** Is responsible for replacement....
 - 2.1.1.1.** Budgets, plans, identifies, and orders appliances....
 - 2.1.1.2.** Submits an AF Form 332, Civil Engineering Work Request, to....
 - 2.1.2.** Is responsible for replacement....
 - 2.2. Customer Service:**
 - 2.2.1.** Receives and processes all....
 - 2.2.2.** Screens repair requests for....

***NOTE:** Operating instructions do not require an antecedent policy directive.

Supersedes 7625 CESR 91-2, 31 October 1990.

OPR: 510CES/CEOC (Mr. Duran)
MSS/IMP-1)

Certified by: Mr. Robert Ivie

Pages: 4/Distribution: F, X (10

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